

INSURANCE RISK MANAGER SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
3706(2403)	Insurance Risk Manager I	03	353	6 mo.	10/24/95
3705(2403)	Insurance Risk Manager II	03	353	6 mo.	10/24/95

Promotional Line: 150

Series Narrative

Employees in this series are involved in the administration of a university's commercial property, casualty, and self-insurance program.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Insurance Risk Manager I **3706(2403)**

Employees at this level assist in the administration of a university's commercial property, casualty, and self-insurance program, working under direction from a designated manager.

An Insurance Risk Manager I typically--

1. assists in the administration of a university's commercial property, casualty, and self-insurance programs
2. assists in conducting negotiations for the purchase of commercial property and casualty insurance
3. performs the duties necessary for the final disposition of claims, including authorizing payments
4. supervises the collection of insurance premiums and determines the amount of premium payment to the insurance company
5. performs research or statistical work when required
6. assists in the supervision of assigned personnel
7. relieves immediate superior in claims administration
8. answers correspondence and signs superior's name to same, as well as on forms, requisitions, vouchers, and similar papers as authorized
9. provides authoritative information
10. performs other related duties as assigned

Level II: Insurance Risk Manager II**3705(2403)**

Employees at this level are responsible for the administration of a university's commercial property, casualty, and self-insurance program, working under administrative direction from a designated administrator.

An Insurance Risk Manager II typically--

1. administers and supervises the procurement of commercial property and casualty insurance policies
2. conducts negotiations for insurance policy coverages
3. writes commercial insurance bid specifications and analyzes bids for the procurement of commercial insurance coverages
4. supervises and coordinates central computer programs for claims management
5. issues and signs purchase orders and approves payment of insurance
6. conducts insurance claims investigations
7. supervises the disposition of claims payments
8. advises on contractual insurance matters
9. interprets insurance policy coverages and exclusions
10. supervises office staff, including Insurance Risk Manager I
11. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Insurance Risk Manager I****3706(2403)****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. any one or any combination of the following types of preparation:
 - (a) credit for college course work comparable to that leading to a major in insurance, risk management, or closely related fields (such as business administration, finance, or accounting)
 - (b) credit for college course work comparable to that leading to a major in fields other than those listed in "a"
 - (c) responsible insurance experience

that totals 1.0 unit according to the following conversion rates:

120 semester hours (or Bachelor's degree) of "a" = 1.0 unit

120 semester hours (or Bachelor's degree) of "b" = 0.75 unit maximum*

3 years of "c" = 1.0 unit.

Amounts of training or experience less than those listed above should be converted to decimal equivalent of 1.0 unit and added together when computing combinations of the different types of preparation.

2. three years of responsible insurance experience in addition to the training/experience required in #1 above, one of which was involved with commercial property or casualty insurance work on an administrative level

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of commercial property or casualty insurance
2. knowledge of basic accounting principles
3. administrative and supervisory ability

Level II: Insurance Risk Manager II

3705(2403)

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possession of credential requirements listed for the first level of this series
2. two years of work experience comparable to the first level of this series

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of commercial property and casualty insurance policies and self-insurance program administration
2. knowledge of insurance markets and broker services
3. knowledge of basic accounting principles

* That is, up to 3/4 (or 0.75 unit) of the preparation needed to satisfy requirement 1 may be this type of training; the balance must be supplied by one or more of the other types of preparation listed above.

4. working knowledge of risk management assessment principles
5. administrative ability
6. supervisory ability for claims administration